



WORK STUDY PROGRAM – POSITION DESCRIPTION FORM

Personnel Department: Contingent Workforce Programs

JOB # 2-2009

Department Planning and Development Number of Positions 2 Wage \$17.85
Job Title Planning Intern –Design Commission Intern Location 19th Floor of Municipal Tower, 700 5th Ave., Seattle
Start Date October End Date open Work Scheduled Between 8 AM 5 PM
Minimum 15 Hours/Week and Maximum 19 Hours/Week Summer Schedule 40 Hours/Week
Special Work Scheduling Requirements Must attend complete full day meetings every first and third Thursday of every month

SUMMARY OF WORK TO BE PERFORMED:

During the school year 100% of the student's time will be spent on work related to the Design Commission. This work consists primarily of assisting with meeting preparation and documentation of the meeting in minutes. At their full day meetings every first and third Thursdays of the month, the Commission reviews the design of public projects, which include neighborhood parks, transit plans, fire stations, highway projects and city wide plans such as the Pedestrian Master Plan. Recently, the Commission reviewed the design of the new light rail stations, the viaduct and seawall replacement project, and the Seattle Center Skate Park. Working for the Design Commission gives a student great exposure to design, the design process, design firms, and design related City staff. During the summer months, the student may work 40 hours, and 50% of that time can be spent on work related to the larger Planning Division and its urban design related projects and initiatives. Schedule will vary throughout the year, with part-time hours (15-19 hrs/week) expected during the school year full-time hours (up to 40 hrs/week) during the summer months. Please note: if you are enrolled in courses over the summer you will be limited to working 19 hours per week when classes are in session. **Attendance at twice monthly, full day Design Commission meetings (1st and 3rd Thursdays) is expected year-round.**

DUTIES STATEMENT:

% of time 100	1)	Assist with meeting preparation and data gathering, take detailed notes at twice monthly meetings of the Design Commission, and produce thorough and graphically well-designed meeting minutes to accurately capture the recommendations of the Commission. Maintain contact with the design firms, Commissioners, and department project managers to coordinate their comments on the minutes, and acquire the presentation materials used in the presentations for our archives. General duties also include copying, filing and preparation of meeting background materials.
50% in summer	2)	In the summer the intern may assist on work related to the larger Planning Division and its urban design related projects and initiatives. The nature of this work depends on the interests and initiative of the student, and may include written reports and graphic presentations, assistance with education and outreach activities or any number of other tasks.

EDUCATIONAL BENEFITS TO BE DERIVED BY WORK STUDY EMPLOYEE:

Students increase their knowledge of urban design terminology, elements, materials, and methods. They become more familiar with the issues of designing in a "real world" setting, with budget constraints and conflicting interests. At the meetings and afterwards, students are exposed to designers of a high caliber from many design firms in Seattle, and to project managers from the various City departments, and some county and state departments. They see not only a variety of presentation styles and visual rendering and graphic styles, but also a wide gamut of design approaches.

MINIMUM QUALIFICATIONS:

Work Study eligibility (proof will be required). Enrollment in advanced undergraduate courses or graduate degree program in architecture, urban design and planning, landscape architecture or related field. Excellent writing skills and knowledge of design vocabulary. Computer skills: Word, Photoshop, InDesign Graphic design and production skills

DESIRED QUALIFICATIONS:

Candidates with previous planning, design or community process experience, familiarity with workshop coordination and/or basic understanding of design review processes will be given a priority. Also, past experience in publications field is desirable.

DESCRIBE ANY TRAINING REQUIRED AFTER EMPLOYEE IS HIRED:

Intern will be familiarized with the Design Commission's computer application and the common procedures of the Commission.

EXPLAIN THE TYPE OF SUPERVISION/GUIDANCE GIVEN THIS EMPLOYEE:

The student will work under the direct supervision of the Design Commission Coordinator, and will interact with the Director and other Commission staff also. The scope of work is fairly delineated, and because there is constant communication within the group, guidance is given fairly informally.

Application Instructions:

1) Send your resume AND your school's referral/authorization form (it should have your work study award amount as well as your work eligibility dates) to cwp@seattle.gov or fax to 206-684-5809. **Include the position title, job # (2-2009), department, and your e-mail address.

Please do not apply until you have a 2009-10 work study referral/authorization form from your college/university.

Positions are open until filled so apply as soon as you receive your 09-10 academic year work study form.

We only hire students with WA State work study funding. Questions? Call 206/684-7264.